

# **Automation Communication Exchange System**

## **ACES Release Notes**

### **June 5, 2005**

On Sunday, June 5, 2005, a new release of ACES was implemented containing changes to ACES Payroll File Transfer process, User Account Maintenance, Participant Inquiry, Internet Forms, Public Agency Billing, and Health/Membership File Transfer.

The following is a list of changes that will be reflected in ACES on Monday, June 6, 2005:

#### **PAYROLL FILE TRANSFER**

**Last four digits of SSN and first initial added to the Invalid Record screen.**

On the invalid record screen within View/Manage Errors, columns listing the employee's first initial and last four digits of the SSN are now displayed.

**Additional text included on the verification e-mail**

Text was added to the verification e-mails to instruct recipients not to reply directly to the notification and instead call the Employer Contact Center at (888) CalPERS (225-7377) with any questions.

**Change to the invalid coverage group error message**

The error message "**Invalid coverage group**" has been changed to "**Coverage group reported on payroll record does not match coverage group on file at CalPERS**".

**View Totals**

A defect was corrected to allow ACES users to view totals for all employers reported on the payroll file.

**Reporting of Legislative Members**

ACES now allows for the successful validation of legislative employees contained in payroll files.

## **USER ACCOUNT MAINTENANCE**

### **Authentication Word**

The Employee Authentication Word field has been removed from User Account Maintenance and is no longer required. In addition, the Mother's Maiden Name section of the ACES Employer User Security Agreement (AESD-43) has been removed.

### **Cancel Button Modified to User Application Access Maintenance Page**

When clicking the Cancel button from the User Application Access Maintenance Page the user will be returned to the User List main page.

### **Additional Text Information Included on Email Confirmation Notice**

The email confirmation sent to Account Administrators regarding User Account Maintenance modifications now includes the following: "However, modifications made to user accounts will not be viewable in ACES until the next business day."

## **PARTICIPANT INQUIRY**

### **Enrollment Tab**

The enrollment tab displays an Event Date and a Change Date for each applied transaction. A **Create Date** has been included to display the original created date for each transaction, including rescinded transactions.

### **Subscriber Tab/Summary Tab**

An address with a ZIP code larger than five digits, was not displaying dashes after the first five digits and the next four digits. The ZIP code now displays with dashes; i.e. 00000-0000-00.

### **Header Area**

#### **SCHOOL EMPLOYERS ONLY**

The display in the Header area of Participant Inquiry now includes a Yes or No flag for "Prior School PERS Membership". In addition, a PERS/STRS Election indicator has been added.

## **INTERNET FORMS**

### **New Enrollment**

On the Health page the Eligibility ZIP and ER Address field are now located below the Health Event Effective Date field. A Mailing/Residential ZIP field has been included. This is a display only field and will default to the ZIP code populated in the ZIP field on the address page.

Clicking the Get MedPlan button will populate the health plans based on the specified Eligibility ZIP code, and if none, the established Mailing/Residential ZIP code. Unlike the Change Health Plan screen, the query will not distinguish between benefit package (i.e. PA and State) and will display all health plans according to the specified ZIP code.

### **New Health Enrollment**

The Eligibility ZIP and ER Address field are now located below the Health Event Effective Date field. A Mailing/Residential ZIP field has been included. This is a display only field and will default to the current ZIP code on file with CalPERS for verification purposes.

Clicking the Get MedPlan button will populate the health plans based on the specified Eligibility ZIP code, and if none, the established Mailing/Residential ZIP code. Unlike the Change Health Plan screen, the query will not distinguish between benefit package (i.e. PA and State) and will display all health plans according to the specified ZIP code.

### **New COBRA Enrollment**

When processing a New COBRA Enrollment for a subscriber, the Plan Name and Party Rate field will default to the health plan the employee was enrolled in prior to the cancellation.

When processing a new COBRA enrollment for a dependent, the Plan Name and Party Rate field will default blank. These fields should be populated based on the new COBRA enrollment request.

### **Change Health Plan**

The Eligibility ZIP and ER Address field are now located below the Health Event Effective Date field. A Mailing/Residential ZIP field has been included. This is a display only field and will default to the current ZIP code on file with CalPERS for verification purposes.

Clicking the Get Plan button will populate the health plans based on the specified Eligibility ZIP code, and if none, the established Mailing/Residential ZIP code.

### **Cancel Coverage**

Health Event Reason Code “515 – Cancel: Perm Separation” has been excluded from the drop down list for Cancel Coverage transactions. To permanently separate an employee from your agency, use the Appointment Change screen which will automatically cancel the health benefits the 2<sup>nd</sup> month following the permanent separation date.

## **PUBLIC AGENCY BILLING**

### **Participant Report**

Within the Health Plan Summary Page, the title “Total Number of Transactions” has been replaced with “Total Number of Deductions”. The column titled “Participants” now displays “Health Plan Deductions”.

## **HEALTH/MEMBERSHIP FILE TRANSFER**

### **Health Event Reason Code 515 Excluded**

Health Event Reason Code “515 – Cancel: Perm Separation” is excluded from the list of Cancel Coverage transactions.

### **PUBLIC AGENCY EMPLOYERS**

When an employee separates from your agency (other than for retirement) you should submit only an Appointment Change transaction.

### **STATE/CSUC EMPLOYERS**

When an employee separates from your employment (other than for retirement) you should submit only an Appointment Change transaction via PIMS.

When the appointment change is updated in COMET, the system **AUTOMATICALLY CANCELS** your employee’s Health Coverage the first of the second month following the permanent separation date. This process ensures that the appointment and health data remain consistent in the CalPERS systems.

If you are part of the California State University system, the Chancellor’s Office, Common Management System (CMS) will be making the appropriate changes to exclude this new Health Event Reason Code. Additional communication will be provided by CMS.